



The word processor component of OpenOffice.org Free alternative to Windows' MS Word Can be used to create documents such as reports and letters

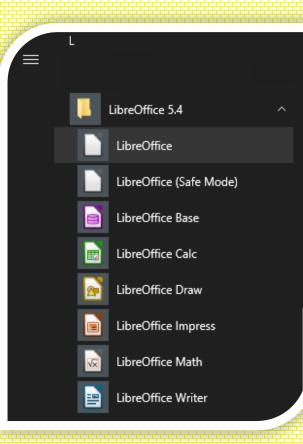
File extension is .odt



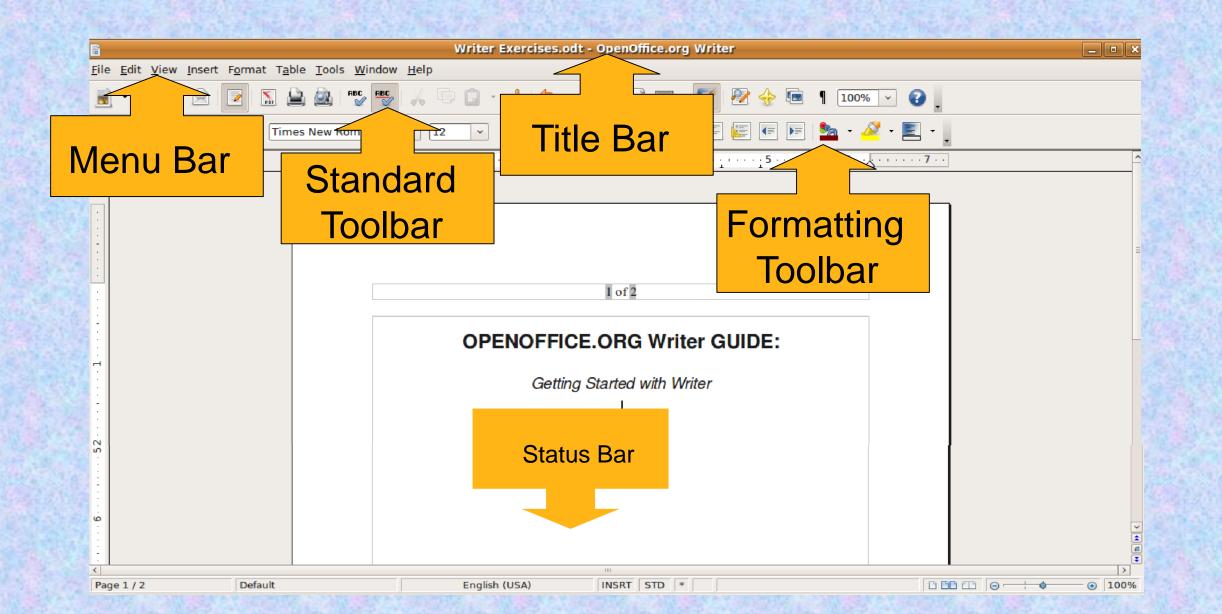
How to open writer

Applications >> Office >> OpenOffice.org Word Processor

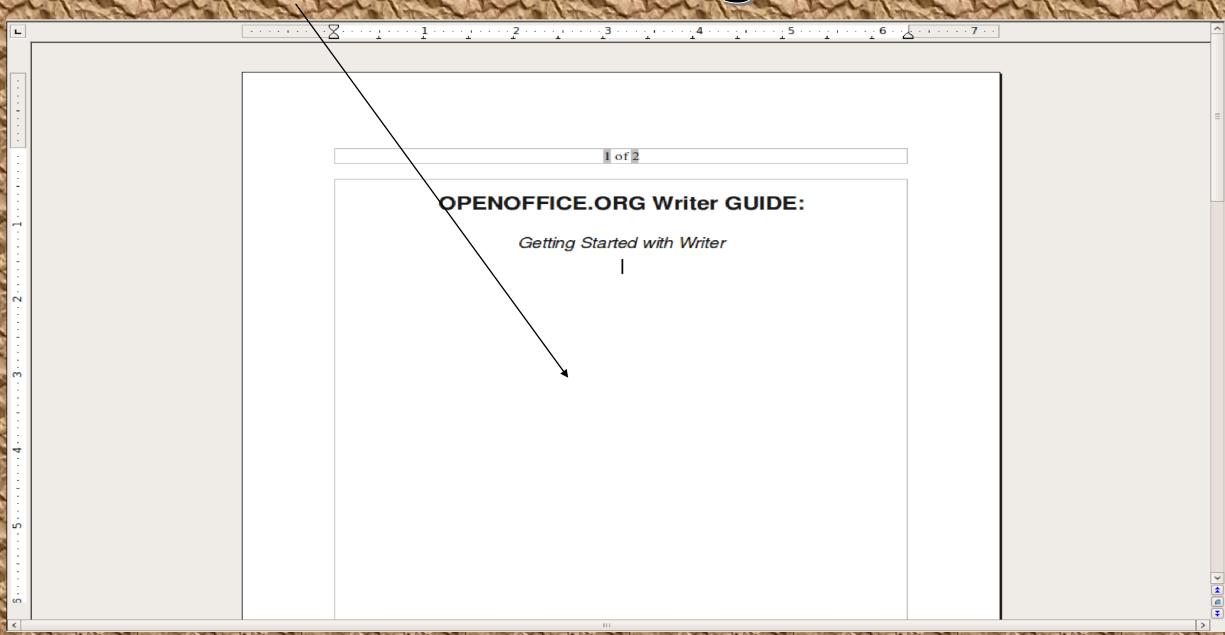
Double-click on the desktop shortcut
 Click on the icon on the panel



THE WRITER INTERFACE



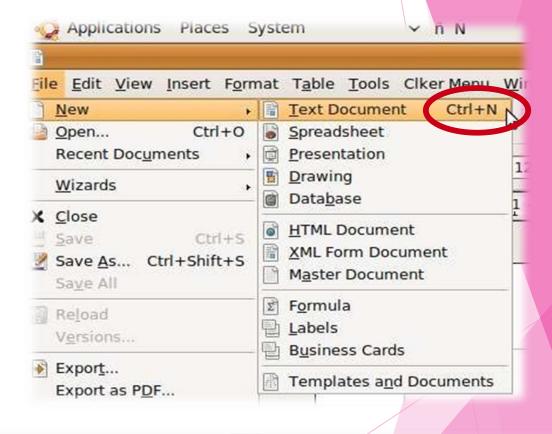
Writer working area



Creating a new document

File >> New >> Text Document

- **New** icon in the standard toolbar.
- Ctrl + N



📄 • 📄 🗄 🖻 📝 🔝 🚔 🚳 P^{BC} P^{BC} 🐇 🗊 🗋 • 🏄 🥱 • 🖉 • 📓 🗊 • 📝 🖗 😚 1 100% 🔽 🤅

OPENING AN EXISTING DOCUMENT

<u>File</u> Edit <u>V</u> iew Insert Format	File >> Open
New Open Open.l O	Open icon in the standard toolbar
Wizards ,	Ctrl + O
Save Ctrl+S Save As Ctrl+Shift+S Save All Save All	
Reload Versions	
🔒 🔄 📝 🔝 🚔 💩 😽 🐇 🥻) 🗋 • 🎍 🔄 • 🤌 • 📓 🖬 • 📝 👰 🔶 🖻 📦 ୳ 100% 🔽 🚱 .

OPENING AN EXISTING DOCUMENT

•Choose which file to open.

V 🔯 itc-trainin	g	Documents Ubuntu Training									
<u>P</u> laces		Name	✓ Modified								
Search		Examples and exercises	Friday, 25 September, 2009								
Recently Used		🗎 Exams	Monday, 14 December, 2009								
itc-training		📄 Manuals	Tuesday, 01 December, 2009								
🖾 Desktop		.~lock.OOo Impress.odp#	08:38								
File System	Ŧ	📄 .~lock.Tutorial - Writer (ITC).odt#	08:39								
Floppy Drive CZARLI		E Certificate Class 22-23.odt	Tuesday, 15 December, 2009								
		🗐 notes.odt	Wednesday, 22 July, 2009								
Documents		💽 OOo Calc.odp	Wednesday								
Memos and Annou		💽 OOo Writer.odp	Friday, 20 November, 2009								
Screenshots		💽 Review (Sample exam).odp	Wednesday, 27 May, 2009								
-	~	E Schedule of trainings odt	Wednesday 02 December 2000								

File type

Read-only

Click **OK**

📝 🗸 🖻 itc-trainin	ng	Documents	Ubuntu Training		
	 16				
Places	_	Name		Y	Modified
Search		Examples a	and exercises		Friday, 25 September, 2009
Recently Used		🗎 Exams			Monday, 14 December, 2009
itc-training		🗎 Manuals			Tuesday, 01 December, 2009
🕼 Desktop		📄 .~lock.000	Impress.odp#		08:38
🔜 File System 🔜 Floppy Drive 🔜 CZARLI		.~lock.Tuto	rial - Writer (ITC).odt#		08:39
		Certificate	Certificate Class 22-23.odt		Tuesday, 15 December, 2009
		🗑 notes.odt			Wednesday, 22 July, 2009
Documents	-	🗑 OOo Calc.o	dp		Wednesday
		😨 000 Impres	ss.odp		Yesterday at 10:00
Memos and Annou	-	😨 OOo Writer	odp		Friday, 20 November, 2009
Screenshots		👰 Review (Sa	mple exam).odp		Wednesday, 27 May, 2009
-	~		f trainings odt		Wednesday 02 December 20
Add - Berno	ove		All files		
N Eila tuna			2		
File type					

Oance

Open

Scancel Cancel

Version:

SAVING A DOCUMENT (.ODT)

File >> Save

1

Save icon in the standard toolbar

🔝 🗟 💩 😼 😼 🖌 🗊 🧰 🔸

Ctrl + S

Eile	Edit	View	Insert	Format
1	lew			• 1
<u></u>	2pen		Ctr	I+0 4
F	Recent	: Doc <u>u</u> r	nents	• 5
V	<u>V</u> izard	s		• 💾
<u>x c</u>	lose			
	ave	N	Ctr	1+5
<u>v</u> s	ave <u>A</u>	s VE	trl+Shif	t+S
S	ave A	Ш		

SAVING A DOCUMENT (.ODT)

Type the file name in the**Name** text box. Save X Writer Tutorial (ITC) Name: Ubuntu Training 🗟 itc-training Documents Ubuntu Training Create Folder < ✓ Modified Places Name Search Examples and exercises Thursday Recently Used Exams Friday Training Materials Friday, 29 May, 2009 a itc-training Memo letter for OOo training.odt Tuesday, 28 April, 2009 Desktop notes.odt Wednesday, 20 May, 2009 E File System 000 Draft outline.odt Thursday, 30 April, 2009 Floppy Drive Wednesday, 27 May, 2009 Sample table layout.odt CZARLI Simple Ubuntu guide.odt Thursday, 28 May, 2009 Documents Writer Tutorial (ITC).odt 11:51 Pictures V 4 Add Remove ODF Text Document (.odt) > File type Edit filter settings Save with password Save Save

Choose in which folder to save.

Save in <u>f</u> older:	i Ub	untu T	raining					Y
\bigtriangledown <u>B</u> rowse for ot	her fo	Iders						
< 🗟 itc-traini	ing	Docur	nents	Ubuntu Training			Create Fold	le
<u>P</u> laces		~	Name		v	Modified		F
🔍 Search			🗎 Exa	amples and exercises		Thursday		
Recently Use	d	🚔 Exams		ams		Friday		
 itc-training Desktop File System Floppy Drive 		2		Training Materials		Friday, 29 Ma	y, 2009	2009
			Memo letter for OOo training.odt		ing.odt	Tuesday, 28 A	pril, 2009	12
			🖹 not	tes.odt		Wednesday, 2	20 May, 2009	
			00	o Draft outline.odt		Thursday, 30	April, 2009	
CZARLI		<u>.</u>	Sar	mple table layout.odt		Wednesday, 2	27 May, 2009	
ocuments			Sin	nple Ubuntu guide.odt		Thursday, 28	May, 2009	
Pictures		~	🖹 Wri	iter Tutorial (ITC).odt		11:51		
<u>d</u> d =	= <u>R</u> en	nove			ODF Text Document (.od	t)		~
File type								
Edit filter sett	ings							
 Save with pase 		d						

SAVING A DOCUMENT (.ODT)

Save Click

				Sa	ve		×		
<u>N</u> ame:	Writ	er Tut	orial (IT	C)					
Save in <u>f</u> older:			ı Trainin	g					
 ✓ <u>B</u>rowse for o ✓ <u>I</u> itc-train 			s :uments	Ubuntu Training		Create Fold	der		
<u>P</u> laces		1	Nam	e	~	Modified			
Search Search Recently Use	ed		E E	camples and exercises		Thursday Friday			
kitc-training			= Tr	aining Materials		Friday, 29 May, 2009			
Desktop				emo letter for OOo traini otes.odt	ng.odt	Tuesday, 28 April, 2009 Wednesday, 20 May, 2009	=		
File System Floppy Drive CZABLI		by Drive				OOo Draft outline.odt		Thursday, 30 April, 2009	
CZARLI				mple table layout.odt mple Ubuntu guide.odt		Wednesday, 27 May, 2009 Thursday, 28 May, 2009	<u>'</u>		
Pictures		T	v 🖹 W	riter Tutorial (ITC).odt		11:51	~		
<u>_</u> Add	<u>R</u> e	move			ODF Text Document (.od	t)	~		
 File type Edit filter set Save with path 						Cancel Sav	re		

SAVING AS MS WORD (*. ROC)

Type the file name in the **Name** text box.

File >> Save As

<u>F</u> ile	<u>E</u> dit	View	Insert	Forma
	lew			•
	pen	•11	Ctr	+0
R	ecent	: Doc <u>u</u> n	nents	• 1
V	<u>V</u> izard	s		•
X	lose			
💾 <u>s</u>	ave		Ctr	1+5
🕎 s	ave <u>A</u>	s NC	trl+Shif	t+S
S	a <u>v</u> e A	ll by		
E B	eload			

		Save	
Name: Write	er Tuto	al (ITC)	
Save in <u>f</u> older:	ountu	raining	
 		nents Ubuntu Training	Create Fol
<u>P</u> laces	~	Name	✓ Modified
🗟 Search		Examples and exercises	Thursday
Recently Used		🚔 Exams	Friday
itc-training	_	🚘 Training Materials	Friday, 29 May, 2009
🖾 Desktop	-	Memo letter for OOo training.odt	Tuesday, 28 April, 2009
Eile System		🗊 notes.odt	Wednesday, 20 May, 2009
Eloppy Drive		🗐 OOo Draft outline.odt	Thursday, 30 April, 2009
CZARLI	-	Sample table layout.odt	Wednesday, 27 May, 2009
Documents		Simple Ubuntu guide.odt	Thursday, 28 May, 2009
Pictures	~	Writer Tutorial (ITC).odt	11:51
Add Be	move	ODF Text Document	(odt)

Save Save

Cancel

File type

- Edit filter settings
- Save with password

SAVING AS MS WORD (*.DOC)

Choose the file type.

<mark>rrial (ITC)</mark> Training		
		1
uments Ubuntu Training	Create F	o <u>l</u> de
Name	✓ Modified	16
Examples and exercises	Thursday Friday	
📮 Training Materials	Friday, 29 May, 2009	
Memo letter for OOo training.odt		09
OOo Draft outline.odt		
Sample table layout.odt		
Writer Tutorial (ITC) at	11:51	
ODF Text	t Document (.odt)	~
ODF Text	t Document (.odt)	
	 Examples and exercises Exams Training Materials Memo letter for OOo training.odt notes.odt OOo Draft outline.odt Sample table layout.odt Simple Ubuntu guide.odt Writer Tutorial (ITC) Lat 	Examples and exercises Thursday Exams Friday Friday Training Materials Friday, 29 May, 2009 Memo letter for OOo training.odt Tuesday, 28 April, 2009 notes.odt Wednesday, 20 May, 200 OOo Draft outline.odt Thursday, 30 April, 2009 Sample table layout.odt Simple Ubuntu guide.odt Simple Ubuntu guide.odt Writer Tutorial (ITC) ac

Name: Write	a luco	rial (ITC)				
Save in folder:	ountu "	Training				
\bigtriangledown <u>B</u> rowse for other for	olders					
< kitc-training	Docu	ments Ubuntu Training		Create Fo		
Places	~	Name	~	Modified		
Search		Examples and exercises		Thursday		
Recently Used		🚔 Exams		Friday		
 itc-training Desktop File System Floppy Drive CZARLI Documents Pictures File type Edit filter settings 		 Training Materials Memo letter for OOo trainin notes.odt OOo Draft outline.odt Sample table layout.odt Simple Ubuntu guide.odt Writer Tutorial (ITC).odt 	ODF Text Document ODF Text Document OpenOffice.org 1.0 Te	Template (.ott) ext Document (.sxw) ext Document Template (.s		
	ď		Microsoft Word 95 (.c Microsoft Word 6.0 (. Rich Text Format (.rti Text (.txt)	doc)		



Save icon in the standard toolbar

- Chil + 3



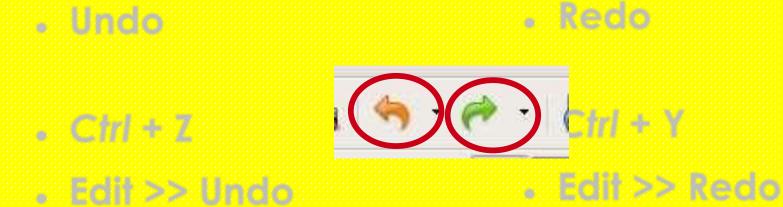
•Zooming controls

Page Preview icon in the standard toolbar •File >> Page Preview The **Print File Directly** icon in the standard toolbar

Zoom drop-down menu in the standard toolbarPage Preview

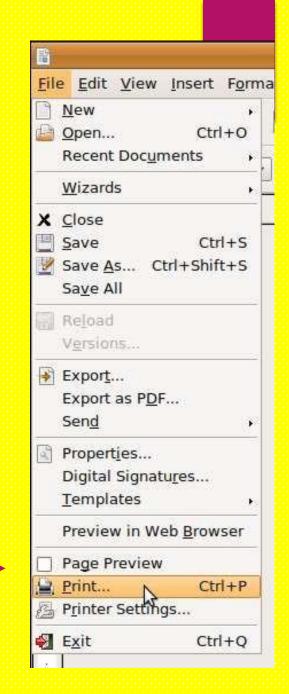
UNDOING & REDOING CHANGES

Undo icon in the standard toolbar •Ctrl + Z



Printing page

File >> Print



WORKING WITH TEXT

Selecting textJust click and drag on the texts you want to highlight

•Copying texts standard toolbar Copy icon in the Right-click >> Paste

Pasting texts

Paste icon in the

Copy icon in the standard toolbar
Right-click >> Copy
Ctrl + V
Edit >> Copy
Ctrl + C

Non-consecutive texts

Hold down Ctrl key

Select All

Ctrl + A

Paste

Cutting text

Cutting text

- Cut icon in the standard toolbar
- Right -click >> Cut
- Edit >> Cut
- Ctrl + X



FORMATTING IN WRITER



FORMATTING CHARACTERS & PARAGRAPHS •Using the Formatting toolbar •Inserting special characters

Alt + 164 (if you are using OpenOffice for Windows)

FORMATTING PARAGRAPHS

Format >> Paragraph

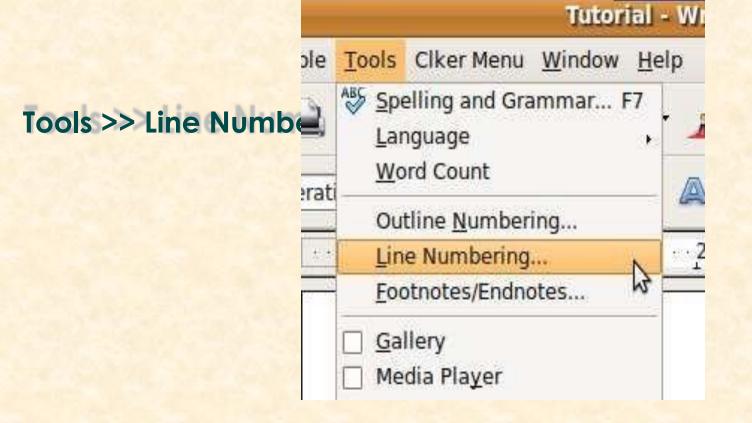
t Format Table Tools Clker Men

Para	graph	× 1
Back	ground	
ndents & Spacing Alignment Text Flow	Numbering	g Tabs Drop Caps Borders
Indent		
<u>B</u> efore text	0.00"	
After <u>t</u> ext	0.00"	
<u>F</u> irst line	0.30"	
<u>Automatic</u>		
Spacing		
Above paragraph	0.00"	
Below paragraph	0.08"	
Line spacing		
Single 🔯 of		
Register-true		
Activate		
	<u>o</u> k	<u>Cancel H</u> elp <u>R</u> eset
	Commission in the local of	Contraction in the second state of the second
Ilets On/Off or Numbering	On/Off	icon in the formatting
		icon in the formatting
olbar		



LINE NUMBERING

- To restart line numbering on a specific paragraph:
- Click on the line where you want to restart the line numbering.



To restort line numbering on a specific paragraph:

Colic the Numbering 1000

	orders
Indents & Spacing Alignment Text Flow Numbering Tabs Drop Caps Bother Numbering None (2) Numbering (3) Image: Start with (1) Include this paragraph (2) Include this paragraph (3) Image: Restart at this paragraph (3)	orders
Numbering Image: Start with	
Numbering Image: Start with Image: Start with Image: Start with Image: Image: Image: Start with Image:	0
 Restart at this paragraph Start with Start with Include this paragraph in line numbering Restart at this paragraph 	<u>×</u>]
Start with 0 ○ ine numbering ✓ Include this paragraph in line numbering ✓ Restart at this paragraph	
ine numbering Include this paragraph in line numbering Restart at this paragraph	
 ✓ Include this paragraph in line numbering ✓ Restart at this paragraph 	
 ✓ Include this paragraph in line numbering ✓ Restart at this paragraph 	
<u>QK</u> <u>Cancel</u> <u>Help</u>	Reset

To restart line numbering on a specific

poragraph:

Under check Restart at this paragraps

		Parag	graph			
		Backg	jround			
Indents & Spacing	Alignment	Text Flow	Numbering	Tabs	Drop Caps	Borden
<u>N</u> umbering acyre			None			
Numbering						
Restart at this p	aragraph					
Start with			0 (C			
Line numbering						
☑ Include this par	Carlo Carlo Carlo Carlo	e numbering				
Restart at this p	aragraph					
Start with			1			
			OK	Cance	el Help	Reset

•To restart line numbering on a specific paragraph:

		Farag	yraph			×
		Backg	round			
ndents & Spacing	Alignment	Text Flow	Numbering	Tabs	Drop Caps	Borders
Numbering Style			None			
lumbering						
🕢 Restart at this p	aragraph					
Start with			0			
Line numbering						S
☑ Include this para		numbering				
Restart at this p	aragraph					
Start with			1			

•To remove line numbering on a specific paragraph:

Select the block of paragraphs or text where you want to remove the line numbering.

Go to Format >> Paragraph. Go to the Numbering tab.

TOOLS IN WRITER

•Find and Replace

Edif >> Find and Replace

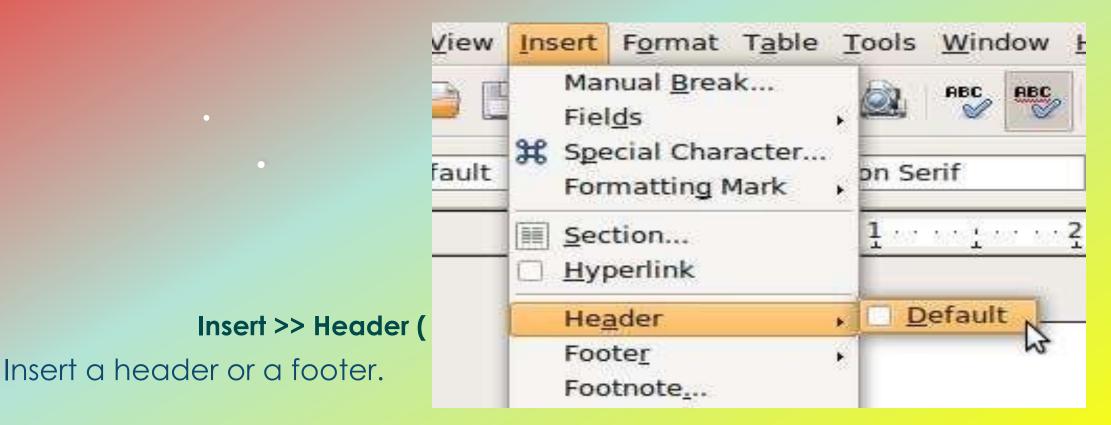
•Word count

Tools >> Word Count

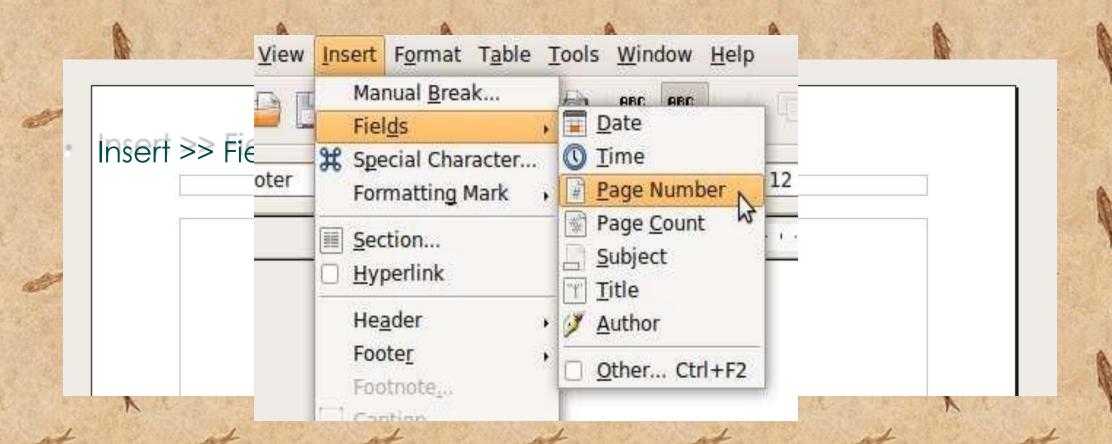
FORMATTING PAGES

- Insert >> Manual Break
- Ctrl + Enter

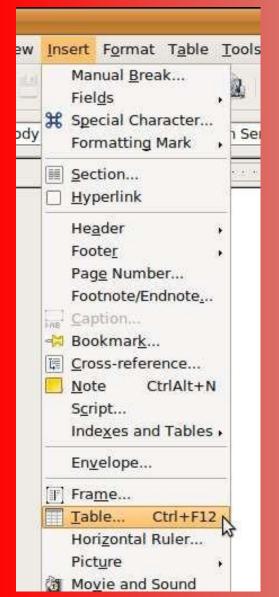
Format >> Page •Inserting page break



INSERTING PAGE NUMBERS



WORKING WITH TABLES



Insert >> Table

Ctrl + F12

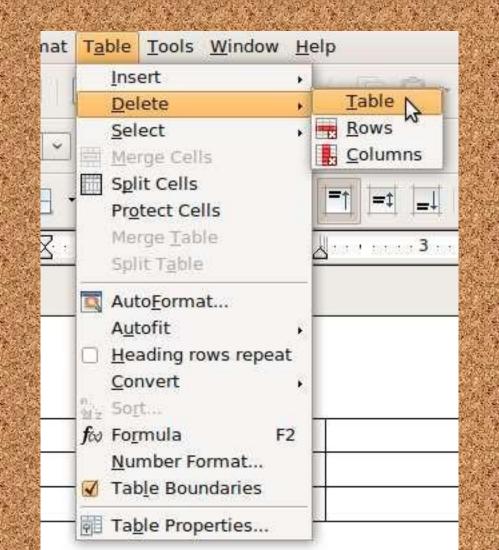
Table icon in the standard





DELETING TABLES

Table >> Delete >> Table



SORTING DATA

Check the appropriate poxes and click OK

0		Sort		×
Sort criteria	Column	Key type	Order	Οκ
✓ Key 1	1	Alphanumeric 😂	 <u>A</u>scending <u>D</u>escending 	Cancel
🗌 Key <u>2</u>	1	Alphanumeric 😂	 Ascending Descending 	[<u>H</u> elp
🗌 Кеу <u>3</u>	1	Alphanumeric 🗘	 Ascending Descending 	
Direction		Separator		
O Columns		Tabs		
<u> <u> </u> </u>		O Character		
Language				
English (Philipp	ines) 🗘	Match case		

ROWS AND COLUMNS

Inserting Rows

Inserting Columns

The **Insert Row** icon The **Insert Column** in the Table menu icon in the Table menu bar

bar

Right-click >> Row >> Insert

Right-click >> Column >> Insert

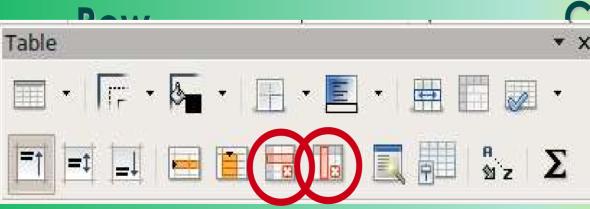
Table >> Insert >> Table >> Insert >> * × >lumn Table 🔲 • 📭 • 🏊 • 📻 • 🗮 🖬 💹 • =† =t _1 🖬 🔝 📃 🚰 🖞 Z \Sigma

• Deleting Rows

- The Delete Row icon
- Right-click >> Row
 > Delete
- Table >> Delete >>

Deleting Columns

- The **Delete Column** icon
- Right-click >>
 Column >> Delete
- Table >> Delete >> Column



WORKING WITH GRAPHICS

INSERTING GRAPHICS •From a file

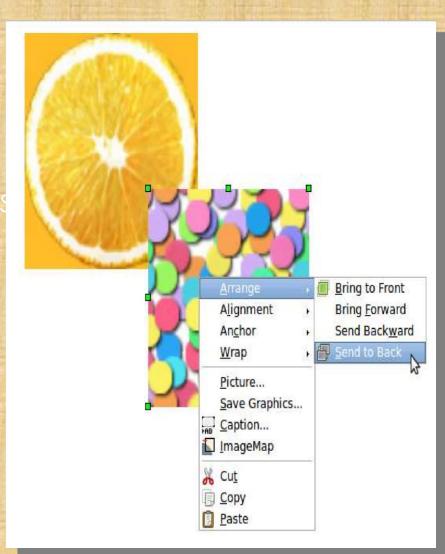
- From File icon in the drawing toolbar
- Insert >> Picture >> From File



POSITIONING GRAPHICS

ArrangementBring to FrontBring Forward

Send Backward •Send to Back •Horizontal



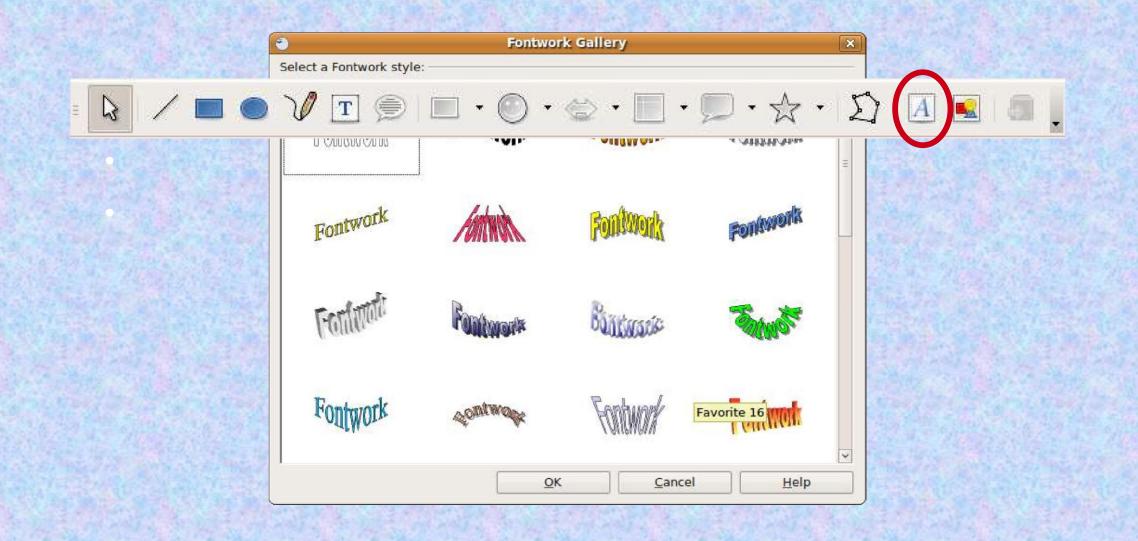
WRITER'S DRAWING TOOLS

Accessed through the Drawing toolbar NOTE: To change the properties of the shapes, you may use the formatting toolbar





Equivalent to MS Office's WordArt Fontwork icon in the drawing toolbar.



WORKING WITH STYLES

WHAT ARE STYLES?

•A set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.

Format >> Styles and Formatting
•Styles and Formatting icon in the standard toolbar

Write General shortcut key

Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centered
Ctrl+H	Find and Replace
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Ctrl+0	Apply Text Body paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style
Ctrl+4	Apply Heading 4 paragraph style
Ctrl+5	Apply Heading 5 paragraph style
Ctrl+plus	Calculates the selected text and copies the result to the clipboard.
Ctrl+Shift+-	Non-breaking hyphen (is not used for hyphenation)
Ctrl+* (only on number pad)	Run macro field

	Non-breaking spaces. Non-breaking
Ctrl+Shift+Space	spaces are not used for hyphenation and
	are not expanded if the text is justified.
Shift+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break
Ctrl+Shift+Enter	Column break in multicolumnar texts
Alt+Enter	Inserting a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list.
Alt+Enter	Inserting a new paragraph directly before or after a section, or before a table.
Arrow Left	Move cursor to left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Ctrl+Shift+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to start of next word
Ctrl+Shift+Arrow Right	Selecting to the right word by word
Arrow Up	Move cursor up one line
Shift+Arrow Up	Selecting lines in an upwards direction
Ctrl+Arrow Up	Move cursor to beginning of the previous paragraph
Ctrl+Shift+Arrow Up	Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downward direction
Ctrl+Arrow Down	Move cursor to beginning of next paragraph.

Write General shortcut key

Home+Shift	Go and select to the beginning of a line
End	Go to end of line
End+Shift	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+Home+Shift	Go and select text to start of document
Ctrl+End	Go to end of document
Ctrl+End+Shift	Go and select text to end of document
Ctrl+PageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shift+PageUp	Move up screen page with selection
PageDown	Move down screen page
Shift+PageDown	Move down screen page with selection
Ctrl+Delete	Delete text to end of word
Ctrl+Backspace	Delete text to beginning of word In a list
Ctrl+Delete+Shift	Delete text to end of sentence
Ctrl+Shift+Backspace	Delete text to beginning of sentence
Ctrl+Tab	Next suggestion with Automatic Word Completion
Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion
Ctrl+Alt+Shift+V	Paste the contents of the clipboard as unformatted text.
Ctrl+Shift+F10	Use this combination to quickly dock or undock the Navigator, Styles and Formatting window, or other windows

Write function shortcut key

F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
F4	Open Data Source View
Shift+F4	Select next frame
F5	Navigator on/off
Ctrl+Shift+F5	Navigator on, go to page number
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Extension mode
Ctrl+F8	Field shadings on / off
Shift+F8	Additional selection mode
Ctrl+Shift+F8	Block selection mode
F9	Update fields
Ctrl+F9	Show fields
Shift+F9	Calculate Table
Ctrl+Shift+F9	Update Input Fields and Input Lists
Ctrl+F10	Nonprinting Characters on/off
F11	Styles and Formatting window on/off
Shift+F11	Create Style
Ctrl+F11	Sets focus to Apply Style box
Ctrl+Shift+F11	Update Style
F12	Numbering on
Ctrl+F12	Insert or edit Table
Shift+F12	Bullets on
Ctrl+Shift+F12	Numbering / Bulle

Writer table shortcut key

Ctrl+A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.
Ctrl+Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of document.
Ctrl+End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
Ctrl+Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt+Tab may be used instead.
Alt+Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
Alt+Shift+Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
Alt+Ctrl+Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Alt+Shift+Arrow Keys	Like Alt, but only the active cell is modified
Alt+Insert	3 seconds in Insert mode, Arrow Key inserts row/column, Ctrl+Arrow Key inserts cell
Alt+Delete	3 seconds in Delete mode, Arrow key deletes row/column, Ctrl+Arrow key merges cell with neighboring cell

Writer shortcut key Paragraphs and Heading Levels shortcut key

Ctrl+Alt+Arrow Up	Move the active paragraph or selected paragraphs up one paragraph.
Ctrl+Alt+Arrow Down	Move the active paragraph or selected paragraphs down one paragraph.
Tab	The heading in format "Heading X" (X = 1-9) is moved down one level in the outline.

Moving resizing frame and graphics shortcut key

Esc	Cursor is inside a text frame and no text is selected: Escape selects the text frame.
F2	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
Alt+Arrow Keys	Move object.
Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner.
Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
Ctrl+Tab	Selects the anchor of an object (in Edit Points mode).

Thanks for watching